

SHERIFF'S DEPARTMENT

Career Opportunity



CORRECTIONAL OFFICER II/III

Level II: \$2,760 - \$3,356

Level III: \$3,195 - \$3,882



CONTINUOUS APPLICATION FILING PERIOD

The Fresno County Sheriff's Department, a unique, dynamic and progressive organization, has excellent opportunities for men and women who are ready to continue their careers within our Detention Bureaus. As a Correctional Officer II or III, successful candidates will utilize their experience in controlling and overseeing the activities of inmates committed to our detention facilities. In addition, candidates must possess the ability to establish and maintain a positive rapport with individuals from various ethnic and socioeconomic backgrounds; good oral and written communication skills; maturity, emotional stability, and good judgement; and the ability to work in a frequently unpredictable environment. **DEPENDING UPON EXPERIENCE AND AT THE SOLE DISCRETION OF THE HIRING AUTHORITY, CANDIDATES MAY BE HIRED AT THE II OR III LEVEL.**

As a condition of employment, candidates must undergo and pass a thorough and detailed personal background investigation and polygraph examination. These investigations include employment/credit histories, arrest/criminal records, drug/alcohol use, and personal conduct. Background materials for failed candidates are retained for one year. Medical and psychological examinations are also included in our hiring process.

APPLICANTS MUST BE WILLING TO WORK SHIFTS AS ASSIGNED: 7:00 A.M. – 3:00 P.M.; 3:00 P.M. – 11:00 P.M.; 11:00 P.M. – 7:00 A.M. (INCLUDING WEEKENDS AND HOLIDAYS)

SAMPLES OF DUTIES:

1. Oversees various inmate activities such as work assignments within the facility, meals, bathing, dressing, recreation, and sleeping.
2. Maintains inmate control and discipline through visual checks, cell and body searches, audio and video monitoring of activities, and physical force when necessary.
3. Prepares appropriate documentation and performs procedures involving the intake, transfer, and release of inmates.
4. Maintains accuracy of inmate files and records, including transcribing information from a variety of court documents and interdepartmental orders.
5. Receives, accounts for, and releases inmate cash and property; maintains inmate property records as needed.

MINIMUM QUALIFICATIONS:

Education -

Levels II and III:

Completion of thirty (30) semester units of academic course work from an accredited college or university that is acceptable within the United States' accredited college or university system.

AND

Successful completion of training requirements as mandated by Penal Code Section 832 and Title 15, California Code of Regulations, Section 1020.

Experience:

Level II – One (1) year of full-time paid work experience equivalent to that gained as a Correctional Officer I with the County of Fresno.

Level III – One (1) year of full-time paid work experience equivalent to that gained as a Correctional Officer II with the County of Fresno.

Age: At least 21 years of age.

License:

Possession of a valid Class "C" California Driver's License.

A valid Class "B" California Driver's License may be required.

SELECTION PROCESS: (Tentative)

1. **Submit a completed Fresno County Application and Supplemental form to the Personnel Office between 7:30 A.M. and 5:00 P.M. Recruitment may close without advanced notice.** Applications and Supplemental forms may be downloaded from our website (see below).
2. Applicants meeting the minimum qualifications and filing requirements will be scheduled for a written examination (weighted pass/fail).
3. Depending on the results of the written examination the following option may be used: only those candidates with the top scores from the written exam will be scheduled for an oral examination (weighted 100%).
4. Those candidates not scoring in the top group will make up an active applicant pool. If additional candidates are needed during the duration of the eligible list, an oral examination will be scheduled.

APPLY AT:

Fresno County Personnel
2220 Tulare Street
14th Floor – Fresno County Plaza
Fresno, CA 93721
(559) 488-3364 / (559) 488-3325 – FAX
Telecommunication Devices for the Deaf – (559) 262-4833
Website: www.co.fresno.ca.us

Should you believe you need special accommodations due to a qualifying disability, please contact the Personnel Office at (559) 488-3364.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION/DISABLED EMPLOYER

CONTINUOUS APPLICATION FILING PERIOD – RECRUITMENT MAY CLOSE AT ANY TIME

**CORRECTIONAL OFFICER II/III
SUPPLEMENTAL FORM**

NAME

SOC. SEC. NUMBER

Correctional Officer II/III positions are assigned to work in a 24 hour-a-day lock-up facility. Please consider carefully your answers to each question and complete this questionnaire as honestly and accurately as possible.

A “NO” answer to one or more of the following questions will remove you from consideration for this position. Any applicant who refuses an offer of employment may be subject to having his/her name removed from the eligible list.

1. Candidates for this position **must pass psychological and medical examinations plus a thorough and rigid background investigation.** The background investigation requires you to provide information regarding your personal history including arrests and/or convictions; personal information, references, and acquaintances; education; work experience and employment history; residences; financial status; military service; and vehicle operation history.

Are you willing to undergo medical and psychological testing and a background investigation?

__ YES

__ NO

2. The Fresno County Detention Facilities are “**no hostage**” facilities. This means in the event that you are taken hostage, the County would not bargain for your safe release. Are you willing to work in a “**no hostage**” facility?

__ YES

__ NO

3. Correctional Officers are required to work any shift as assigned. Are you willing to work nights, evenings, weekends and holidays?

__ YES

__ NO

4. Have you successfully completed training requirements as mandated by **Penal Code Section 832** and **Title 15, California Code of Regulations, Section 1020**?

__ YES

__ NO

5. Are you currently at least 21 years of age?

__ YES

__ NO

6. This position requires completion of 30 semester units from an accredited college or university. Do you currently possess these units?

__ YES

__ NO

7. **Do you possess a valid California Class “C” Driver’s License?**

__ YES

__ NO

If “YES”, please indicate License Number and Expiration Date: _____ Exp. _____

SIGNATURE

DATE